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ABSTRACT

This master table of contents provides a comprehensive overview of all seventeen books included in a series of curriculum resource guides for occupational teachers who work with special needs students. Each includes performance objectives and suggested instructional activities for job behaviors and attitudes common to all employment as well as to the specific occupation. Books included in the series are Automotive Maintenance; Body and Fender Repair; Building Maintenance; Building Trades; Distributive Services; Electronic Assembly; Floriculture; Food Services; Graphics; Mechanical Assembly; Office Services; Ornamental Horticulture; Packaging; Personal Services, Health Oriented; Personal Services, Housekeeping Oriented; Plastics Manufacturing and Assembling; and Wood Products Assembly. (LRA)

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MASTER TABLE OF CONTENTS
for
17-VOLUME SERIES

OCCUPATIONAL EDUCATION FOR STUDENTS WITH SPECIAL NEEDS

BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF NASSAU COUNTY
Division of Occupational Education, Division of Special Education, Westbury, New York

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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BOOKS IN THIS SERIES INCLUDE

Automotive Maintenance
Body and Fender Repair
Building Maintenance
Building Trades
Distributive Services
Electronic Assembly
Floriculture
Food Services
Graphics
Mechanical Assembly
Office Services
Ornamental Horticulture
Packaging
Personal Services, Health Oriented
Personal Services, Housekeeping Oriented
Plastics Manufacturing and Assembling
Wood Products Assembly

BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF NASSAU COUNTY
Salisbury Center ● Valentines Road and The Plain Road
Westbury, New York 11590

FOREWORD

This series was written and published in partial fulfillment of a long-standing commitment of the Board of Cooperative Educational Services of Nassau County--that is, to make occupational education available to any County resident who seeks it. The material in its pages should open a door that formerly was barely ajar.

For handicapped youths and adults, access to occupational education historically has been blocked--or at best, difficult. In recent years, however, the Nassau BOCES has sought to remove the traditional barriers. It has incorporated occupational and preoccupational training elements into its special education programs. It has enrolled these pupils directly in its occupational education programs for the nonhandicapped. And it has created new occupational education programs for students with special needs where none before existed.

This series, then, carries that effort a step further. It provides the teacher of occupational subjects with a new and different instructional tool--a tool particularly useful in the task of extending new educational opportunities to this population.

Through the use of this instrument that task should be easier, the results more effective. And the handicapped student of whatever age should reap a benefit in the form of an additional degree of independence that his/her learning makes possible.

William T. Callahan
Executive Officer
Board of Cooperative Educational
Services of Nassau County

PREFACE

Students with special educational requirements form one of the most important challenges to public education.

Recently, education for the so-called special education or special needs student has been expanded to include intensive occupational education programming, recognizing that many, if not all, persons are employable and can be economically self-sufficient. The special needs individual who is capable, because of his preparation, of entering the work force, whether as a totally independent person or one whose occupational training can be used only under some form of sheltered situation, is an asset and a positive force in society.

As a result of a compelling need for relevant specialized occupational education curricula for these newly identified populations, Nassau BOCES submitted a curriculum development proposal to the State Education Department of New York State, which was subsequently funded through Public Law 90-576.

The proposal was directed to the development of 17 specialized curricula, focusing on occupational education for the marginal, handicapped or special needs occupational education student.

Three curriculum developers, assisted by a host of occupational and special education teachers, the Nassau BOCES Division of Research and Development, inputs from more than 400 industries, and representatives of the State Education Department, were involved in this effort. The occupational education curriculum development team observed the populations referred to in a variety of BOCES special and occupational education programs. The tasks the students performed, and the skills they displayed, were noted. In this way, and through coordinative involvement with occupational and special education teachers, the team became aware of the needs, as well as the capabilities, of the students as they related to potential job performance. The team then visited appropriate businesses and industries within the County to analyze skills needed in actual entry-level jobs. They also identified appropriate basic entry-level jobs within each major occupational field.

Based on data collected from all field observations, occupational education specialists were engaged to write suggested learning tasks. These were organized with other materials relating to job behavior and attitude, and constitute these Curriculum Guides.

In order to provide a comprehensive view of the entire series, this compendium of the tables of contents of all 17 books has been prepared. The titles appear on the back cover. This compendium is available on request from Nassau BOCES.

The job titles selected for each guide are not meant to limit the future of any student. Rather, whenever appropriate, students should be prepared for a variety of entry-level positions within an occupation. If possible, all pupils should be made familiar with a variety of occupational situations that demand identical skills, and yet are representative of advanced opportunities in the world of work.

These Curriculum Resource Guides were made possible through the cooperation and support of BOCES administrators, guidance counselors, work experience coordinators, placement counselors, teachers from both our special education and occupational education divisions, research and development staff, and managerial personnel, plant foremen and employees from business and industry who provided materials and information, along with suggestions and recommendations.

We additionally wish to thank BOCES Technical Support Services for printing this series.

To those persons listed on the acknowledgment page who contributed directly to the text, and to the many others cited, we express our sincere appreciation.

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DESIGN OF THE SERIES

In order to allow teacher (T) and student (S) as many options as possible, this entire curriculum series of 17 books is designed in a modular system; that is, basic tasks and behaviors as they occur in a given occupation or as they apply to several occupations, are grouped. The Job Module defines the technical skills and activities required in a particular entry-level job station. Within each job module are Instructional Topics which define the basic skills required in the job station work setting. A table of contents for this book follows at the end of this section, so that supervisors of occupational programs may determine alternate selections of occupational choices for students, as necessary.

Note: Any topic that deals with measurement that may require conversion to metric is flagged Mm in the table of contents.

Likewise, a modular approach is used for "survival," or job-required behavior skills, common to all employment. A series of Behavioral Instructional Topics appears at the front of every book.

TOPIC: Identifying Oneself to Strangers — JOB-REQUIRED BEHAVIORS

SUGGESTED INSTRUCTIONAL ACTIVITIES:

Role Play #1: T plays both roles of stranger and student:
Stranger: Hello young man... Is this the (Office Practice Shop)?
Student: Yes.
Stranger: What is your name?
Student: (Mumbling last name): My name is (John Watson).
Stranger: John what?
Student: My name is (John Watson).

T discusses with class when and why strangers ask a person's name. T elicits from Ss remarks about what happens when someone mumbles, speaks too low or has speech difficulty.

Role Play #2: T role plays a stranger with each S, asking S's name. T reverses role with each S. Rest of the class observes and makes comments and suggestions.

At the conclusion of this section are a series of Behavioral Clusters and the appropriate behavioral instructional topics that support each cluster. The teacher may thus develop a plan which combines the use of technical skill and behavioral instructional topics as required by the particular job. Further, if the teacher finds that the student is deficient in a behavioral cluster, he/she may utilize one or more of the related behavioral instructional topics as remedial tools.

CLUSTERS

I Accuracy and Productivity	
Keeping Busy During Slow Periods	B4
Relationship with Supervisors	B11
Reporting to Supervisor or Person in Charge	B13
Sitting or Standing for Long Periods of Time	B16
Working Safely	B25
Working Under Pressure	B27
II Initiative and Perseverance on the Job	
Getting to School and/or Work	B1
Identifying Oneself to Strangers	B2
Keeping Busy During Slow Periods	B4
Reporting to Supervisor or Person in Charge	B13
Sitting or Standing for Long Periods of Time	B16
Working Alone	B20
Working in Crowded Areas	B21
Working in Public Areas	B23
Working Under Pressure	B27

The Job Description begins each module, telling WHAT student does; WHO student works with; HOW student is supervised; WHERE student works. Additionally, it sometimes includes unique requirements of the job such as physical strength, exceptional personal neatness or the wearing of a uniform. Job stations for each curriculum guide have been classified alphabetically, because often no rank order of difficulty can be established for these populations, for whom individual differences and desire to achieve a place in the world of work, may cause substantial diversity in performance.

JOB DESCRIPTION **COSMETICS ASSEMBLY-LINE WORKER**

A Cosmetics Assembly-Line Worker

- performs the following major tasks:
  - works with conveyor belts
  - handles labeling machines
  - works with glass bottles and jars
- works usually alongside and in coordination with other workers
- works under periodic supervision
- works in a large, well-illuminated factory-type area; may sit or stand at job station

Appropriate Instructional Topics appear in each job module. Each topic is separated by double lines. Topics have been arranged in logical task presentation and serve as the basic units of instruction. The Suggested Instructional Activities are the means used by the teacher to permit each student to gain mastery of the instructional topic. The specific topic names appear at the left, and the job module titles at the right.

TOPIC: Working with Labeling Machines (cont.) **COSMETICS ASSEMBLY-LINE WORKER**

PERFORMANCE OBJECTIVE: Given appropriate/indicated equipment, S will be able to operate hand-stamping labeling machine and automatic labeling machine by (1) setting labeling designations, (2) inking stamping plates, (3) labeling merchandise with hand-stamping machine, or producing adhering labels and stamping them on merchandise with automatic labeling machine. This objective will be met if S performs satisfactorily the above activities within a period of time predetermined by T.

TOPIC: Working with Glass Bottles and Jars

SUGGESTED INSTRUCTIONAL ACTIVITIES:

S explains that glass bottles and jars must be handled carefully to avoid breaking or chipping them and that a cardboard or similar divider must be provided to separate them.

S selects a variety of glass bottles and jars from stock room.

S sorts bottles and jars by size and selects cartons of appropriate sizes into which to place them.

Many of the instructional activities also point up specific Safety Considerations.

S explains how to pick up and sweep up pieces of glass carefully if a bottle should break.

Safety Considerations: Handle broken glass carefully

A complete Performance Objective appears at the end of each topic. The objective clearly specifies the observable behaviors which the student will learn and demonstrate as a result of the lesson of instruction, and the conditions under which he/she will perform it.

S explains how to pick up and sweep up pieces of glass carefully if a bottle should break.

Safety Considerations: Handle broken glass carefully

PERFORMANCE OBJECTIVE: Given appropriate/indicated equipment, S will be able to (1) handle glass bottles and jars safely, (2) place them in cartons properly, and (3) pick up and sweep up glass fragments. This objective will be met if S performs satisfactorily the above activities within a period of time predetermined by T.

Also included as part of each job module are appropriate personal appearance topics.

TOPIC: Personal Hygiene and Proper Dress on Assembly Lines

COSMETICS ASSEMBLY-LINE WORKER

SUGGESTED INSTRUCTIONAL ACTIVITIES:

S discusses daily rules of personal hygiene which include:

- Taking bath or shower
- Grooming hair and trimming nails
- Using deodorants
- Shaving regularly
- Using cosmetics appropriately
- Cleaning teeth correctly
- Washing hands after using bathroom facilities

S discusses proper dress for males (if relevant):

- Clean, sturdy shoes (no canvas or open type)
- Clean underwear
- Clean trousers
- Clean shirt
- Uniform, coveralls, gloves (as required and/or supplied by employer)

S discusses proper dress for females (if relevant):

The teacher will be expected to identify and obtain the materials necessary for implementation of the instructional topics.

The teacher is further encouraged to expand the scope of suggested instructional activities presented herein, to include his/her most imaginative teaching methods, student application activity and student evaluation procedures, for the most effective presentation of the lesson.

In the final analysis, nothing can replace the knowledge and the expertise of the teacher in the particular skill being taught.

The teacher is urged to regard the module as a resource rather than a prescription for the exact method of teaching a lesson. A teacher's own professional understanding of the subject and of individual students will enable him/her to adopt appropriate methods for teaching the module content and helping each student to develop the indicated skill. The teacher's familiarity with the occupation will enable him/her to teach appropriate job behaviors and technical skills together, giving the student a more realistic sense of the world of work.

The success of the special education student in a program of occupational education will be largely dependent on the ability of the student to be adaptable to a variety of occupational situations. Learning the skills of several job modules would greatly increase his employability and options. The teacher should, therefore, regard this curriculum series as a guide toward providing the special education student with occupational education most suited to his/her learning disabilities, interests and capabilities. All students will thereby be permitted to advance to their greatest employable potential.

The following job-required clusters of behaviors have been derived: Accuracy and Productivity, Initiative and Perseverance on the Job, Positive Response to Direction and Supervision, Regularity and Punctuality, Self-Reliance and Reliability, and Work Tolerance. If the teacher finds that one or more of his/her students has a deficit in one of these behavioral clusters, he/she should refer to Behavioral Clusters and Their Related Behavioral Topics which appear on the following pages. The general job-required behaviors, preceded by roman numerals I-VI, are listed, along with their supporting topics of instruction.

BEHAVIORAL CLUSTERS AND THEIR RELATED BEHAVIORAL INSTRUCTIONAL TOPICS

I Accuracy and Productivity
  - Keeping Busy During Slow Periods B4
  - Relationship with Supervisors B11
  - Reporting to Supervisor or Person in Charge B13
  - Sitting or Standing for Long Periods of Time B16
  - Working Safely B25
  - Working Under Pressure B27

II Initiative and Perseverance on the Job
  - Getting to School and/or Work B1
  - Identifying Oneself to Strangers B2
  - Keeping Busy During Slow Periods B4
  - Reporting to Supervisor or Person in Charge B13
  - Sitting or Standing for Long Periods of Time B16
  - Working Alone B20
  - Working in Crowded Areas B21
  - Working in Public Areas B23
  - Working Under Pressure B27

III Positive Response to Direction and Supervision
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  - Reporting to Supervisor or Person in Charge B13

IV Regularity and Punctuality
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V Self-Reliance and Reliability
- Getting to School and/or Work B1
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- Working Alone B20
- Working in Crowded Areas B21
- Working in Public Areas B23
- Working Safely B25
- Working Under Pressure B27

VI Work Tolerance
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- Relationship with Supervisors B11
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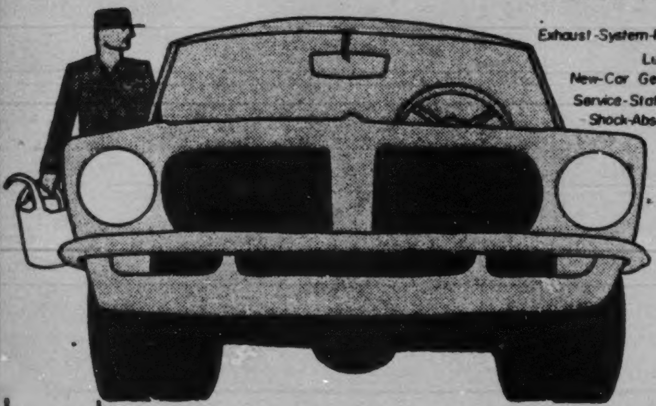
Brakeman
Exhaust-System-Parts Changer
Lubrication Man
New-Car Get-Ready Man
Service-Station Attendant
Shock-Absorber Installer



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  4 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
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9 Mm Moving Heavily Loaded Dollies and Carts
10 Loading and Unloading Trucks
11 Personal Hygiene and Proper Dress

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13 Working in Automotive and Auto-Body Repair Occupations
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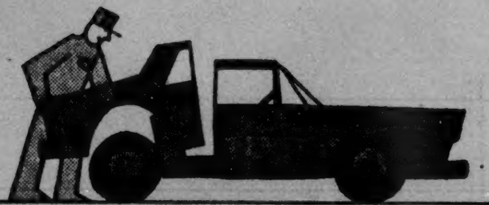

BODY & FENDER REPAIR

Auto-Body Compounder · Auto-Body Disassembler and Assembler
Auto-Body Masker · Auto-Body Sander
Building Maintenance Cleaner · Polisher and Get-Ready Man
Wrecking-Yard Helper

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  2 Working in Automotive and Auto-Body Repair Occupations
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  12 Removing and Reinstalling Interior Door Trim
  12 Removing and Reinstalling Bumpers

14 Removing and Reinstalling Exterior Door Moldings and Hardware
15 Removing and Reinstalling Bolted-on Fenders
16 Removing and Reinstalling Windshield Wipers
17 Removing and Reinstalling Front Grilles
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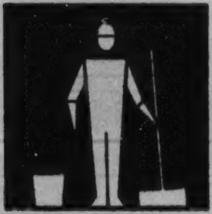
Building Maintenance Cleaner
Building Mechanic Helper
Duster
Floor Machine Operator
Floor Mopper and Waxer
Housekeeper
Maintenance Worker (General)
Nursery Porter
Porter
Sweeper
Tugger, Sweeper and
Scrubber Operator
Washroom Cleaner



Building Maintenance

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23 Mm Working with Electrical Fittings, Cables and Boxes
24 Replacing Fuses
24 Replacing Light Bulbs
25 Replacing Electrical Wall Receptacles and Switch Plates
26 Replacing Lighting Fixtures
27 Replacing Washers
28 Care of Building and Grounds Maintenance Equipment
29 Personal Hygiene and Proper Dress

30 Duster
31 Working with Long-Handled Equipment
32 Light Dusting
32 Thorough Dusting
33 Dusting Walls and Furniture
33 Dusting Breakables
34 Disposal of Paper Refuse
35 Maintaining Business and Professional Offices
35 Care of Public Halls and Lobbies
36 Personal Hygiene and Proper Dress

37 Floor-Machine Operator
38 Working with Long-Handled Equipment
39 Handling Chemical Cleaning Agents
40 Maintaining Washrooms
41 Moving Heavy Furniture
41 Maintaining Business and Professional Offices
42 Care of Public Halls and Lobbies
42 Working with Electrical Equipment
43 Working with Floor-Maintenance Machines
43 Maintaining Floor-Cleaning Equipment
45 Personal Hygiene and Proper Dress

46 Floor Mopper and Waxer
47 Working with Long-Handled Equipment
47 Handling Chemical Cleaning Agents
48 Mm Sweeping and Mopping Floors and Walks
49 Scraping Floors and Wood Surfaces
50 Mm Waxing Floors
50 Maintaining Sweeping Equipment
51 Maintaining Mopping and Waxing Equipment
51 Moving Heavy Furniture
52 Maintaining Washrooms
53 Care of Public Halls and Lobbies
53 Maintaining Business and Professional Offices
54 Personal Hygiene and Proper Dress

55 Housekeeper
56 Clearing and Cleaning Tables
56 Scraping and Stacking Soiled Dishes, Glasses and Silverware
57 Handling Chemical Cleaning Agents
58 Care of Serving Carts and Kitchen Furniture
58 Working with Electrical Equipment

59 Cleaning Machinery
59 Working with Long-Handled Equipment
60 Working with Short-Handled Brooms and Dustpans
60 Mm Sweeping and Mopping Floors and Walks
61 Vacuuming Rugs and Carpets
62 Care of Public Halls and Lobbies
63 Working in Refrigerated Areas
64 Disposal of Garbage
65 Personal Hygiene and Proper Dress

66 Maintenance Worker (General)
67 Working with Hand Tools
68 Working with Ladders
69 Working with Putty and Plaster
70 Repairing Walls and Woodwork
70 Replacing Wood Moldings
71 Sanding Surfaces for Painting
72 Scraping Floors and Wood Surfaces
73 Mm Masking Door and Window Frames
73 Working with Paints and Varnishes
74 Touch-Up Painting
75 Handling Chemical Cleaning Agents
76 Care of Paints and Brushes
77 Mm Identifying and Lifting Heavy Objects
78 Lifting Heavy Objects in Tandem
79 Hanging Pictures and Mirrors
79 Mm Installing Shelves
80 Patching Concrete Walks
82 Personal Hygiene and Proper Dress

83 Nursery Porter
84 Working with Long-Handled Equipment
84 Handling Chemical Cleaning Agents

85 Mm Sweeping and Mopping Floors and Walks
86 Raking Flower Beds, Walks and Gravel
87 Mm Hosing Floors and Walks
88 Care of Parking Areas
88 Loading and Unloading Wheelbarrows
89 Moving Heavily Loaded Wheelbarrows
90 Working with Insecticides and Chemicals
91 Working in Nursery and Greenhouse Areas
91 Working in Refrigerated Areas
92 Handling Nursery Stock
92 Mm Care of Nursery Stock
94 Care of Sales and Display Areas
95 Personal Hygiene and Proper Dress

96 Porter
97 Working with Long-Handled Equipment
97 Handling Chemical Cleaning Agents
98 Mm Sweeping and Mopping Floors and Walks
99 Disposal of Paper Refuse
100 Clearing and Bailing Industrial Trash
100 Care of Public Halls and Lobbies
101 Mm Identifying and Lifting Heavy Objects
102 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
103 Mm Moving Heavily Loaded Dollies and Carts
104 Personal Hygiene and Proper Dress

105 Sweeper
106 Working with Long-Handled Equipment
106 Handling Chemical Cleaning Agents
107 Mm Sweeping and Mopping Floors and Walks
108 Sweeping and Mopping Stairways

109 Maintaining Sweeping Equipment
109 Moving Heavy Furniture
110 Care of Public Halls and Lobbies
110 Maintaining Business and Professional Offices
111 Personal Hygiene and Proper Dress

112 Tugger, Sweeper and Scrubber Operator
113 Working with Gas-Driven Heavy-Duty Machinery
114 Sweeping and Scrubbing with Battery-Powered or Gas-Driven Machinery
115 Moving Heavy Objects with Gas-Driven Machinery
116 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
117 Mm Working with Pallets
118 Mm Moving Heavily Loaded Dollies and Carts
119 Working in Areas with Heavy Traffic
120 Personal Hygiene and Proper Dress

121 Washroom Cleaner
122 Working with Long-Handled Equipment
122 Handling Chemical Cleaning Agents
123 Mm Sweeping and Mopping Floors and Walks
125 Cleaning Washbasins
125 Cleaning Toilet Bowls and Urinals
126 Cleaning Windows and Mirrors
127 Cleaning and Filling Washroom Dispensers
127 Disposal of Washroom Refuse
128 Maintaining Washrooms
129 Working with Mobile Refuse Carts
130 Personal Hygiene and Proper Dress

BUILDING TRADES

Aluminum, Steel or
Vinyl Siding
Installer Helper
Carpenter Helper
Electrician Helper
Floor Tile Installer Helper
Lumberyard Attendant
Mason Helper
Mill Hand Helper
Plumber Helper
Roofer Helper
Scaffold Installer Helper
Sheetrock Installer Helper
Sheetrock Taping Helper
Stapler, Nailer and Riveter

1 Aluminum, Steel or Vinyl Siding Helper
2 Working in Building Trades Areas
2 Mm Identifying and Lifting Heavy Objects
3 Lifting Heavy Objects in Tandem
4 Working with Sharp Tools and Implements
5 Working with Hand Tools
5 Working with Siding Tools
6 Working with Aluminum, Steel or Vinyl Siding
7 Bending and Cutting Aluminum, Steel or Vinyl Siding
7 Working with Plumb, Chalk and Straight Lines
8 Working with Scaffolding
8 Working with Ladders
9 Identifying and Matching Coded Materials
10 Maintaining Building Trades Areas
10 Clearing and Bailing Industrial Trash

11 Handling Chemical Cleaning Agents
12 Working with Long-Handled Equipment
13 Mm Sweeping and Mopping Floors and Walks
14 Personal Hygiene and Proper Dress in Building Trades

15 Carpenter Helper
16 Working in Building Trades Areas
17 Identifying and Matching Coded Materials
18 Mm Identifying and Lifting Heavy Objects
19 Lifting Heavy Objects in Tandem
20 Handling Lumber
20 Loading and Unloading Wheelbarrows
21 Moving Heavily Loaded Wheelbarrows
22 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
23 Mm Moving Heavily Loaded Dollies and Carts
24 Working with Hand Tools
25 Scraping Floors and Wood Surfaces
25 Sanding Surfaces for Painting
27 Working with Scaffolding
27 Working with Ladders
28 Maintaining Building Trades Areas
29 Working with Long-Handled Equipment
30 Handling Chemical Cleaning Agents
31 Mm Sweeping and Mopping Floors and Walks
32 Personal Hygiene and Proper Dress in Building Trades

33 Electrician Helper
34 Working in Building Trades Areas
34 Sorting and Grouping Items to Specification
35 Identifying and Matching Coded Materials
36 Working with Electricity

36 Stocking Electrical Supply Bins
37 Working with Electrical Fittings, Cables and Boxes
38 Working with Plumb, Chalk and Straight Lines
38 Maintaining Building Trades Areas
39 Working with Long-Handled Equipment
39 Handling Chemical Cleaning Agents
41 Mm Sweeping and Mopping Floors and Walks
42 Personal Hygiene and Proper Dress in Building Trades

43 Floor Tile Installer Helper
44 Working with Hand Tools
45 Working with Sharp Tools and Implements
46 Mm Working with Floor-Installation Tools
46 Mm Removing Old Floor Coverings
47 Working with Plumb, Chalk and Straight Lines
48 Mm Cutting Floor Tiles to Specification
48 Working with Butane Torches
49 Handling Industrial Adhesives
50 Handling Chemical Cleaning Agents
51 Laying Floor Tiles
51 Maintaining Floor-Installation Tools
52 Maintaining Building Trades Areas
53 Working with Long-Handled Equipment
54 Mm Sweeping and Mopping Floors and Walks
55 Personal Hygiene and Proper Dress in Building Trades

56 Lumberyard Attendant
57 Working in Lumberyards
57 Mm Identifying and Lifting Heavy Objects
58 Lifting Heavy Objects in Tandem
59 Loading and Unloading Trucks
60 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts

61 Mm Moving Heavily Loaded Dollies and Carts
62 Loading and Unloading Wheelbarrows
62 Moving Heavily Loaded Wheelbarrows
63 Handling Lumber
63 Working with Ladders
64 Identifying and Matching Coded Materials
65 Sorting and Grouping Items to Specification
65 Working with Electrical Equipment
66 Working with Power Saws
66 Working with Long-Handled Equipment
67 Handling Chemical Cleaning Agents
68 Mm Sweeping and Mopping Floors and Walks
69 Personal Hygiene and Proper Dress in Building Trades

70 Mason Helper
71 Working in Building Trades Areas
72 Identifying Masonry Tools and Equipment
72 Maintaining Masonry Tools and Equipment
73 Working with Plumb, Chalk and Straight Lines
73 Loading and Unloading Wheelbarrows
74 Moving Heavily Loaded Wheelbarrows
75 Mixing and Using Cement and Mortar
75 Working with Scaffolding
76 Working with Ladders
77 Handling Chemical Cleaning Agents
78 Working with Long-Handled Equipment
79 Mm Sweeping and Mopping Floors and Walks
80 Personal Hygiene and Proper Dress in Building Trades

81 Mill Hand Helper
82 Working in Manufacturing Areas
82 Mm Identifying and Lifting Heavy Objects
83 Lifting Heavy Objects in Tandem

84 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
85 Mm Moving Heavily Loaded Dollies and Carts
86 Mm Working with Pallets
86 Loading and Unloading Trucks
87 Sorting and Grouping Items to Specification
88 Supplying Nails, Staples and Other Hardware to Assembly Stations
88 Working with Hand Tools
89 Installing Weatherproof Strips
89 Working with Long-Handled Equipment
90 Handling Chemical Cleaning Agents
91 Mm Sweeping and Mopping Floors and Walks
92 Clearing and Bailing Industrial Trash
93 Personal Hygiene and Proper Dress in Building Trades and Manufacturing Areas

94 Plumber Helper
95 Working in Building Trades Areas
95 Mm Identifying and Lifting Heavy Objects
96 Lifting Heavy Objects in Tandem
97 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
98 Mm Moving Heavily Loaded Dollies and Carts
99 Loading and Unloading Wheelbarrows
99 Moving Heavily Loaded Wheelbarrows
100 Working with Plumbing Equipment
100 Working with Plumbing Materials
101 Working with Plumb, Chalk and Straight Lines
102 Working with Lead-Melting Equipment
102 Working with Propane Equipment
103 Working with Cast-Iron Pipes

104 Working with Ladders
105 Maintaining Building Trades Areas
105 Working with Long-Handled Equipment
106 Personal Hygiene and Proper Dress in Building Trades

107 Roofer Helper
108 Working in Building Trades Areas
108 Mm Identifying and Lifting Heavy Objects
109 Lifting Heavy Objects in Tandem
110 Loading and Unloading Trucks
110 Loading and Unloading Wheelbarrows
111 Moving Heavily Loaded Wheelbarrows
112 Working on Roofs
112 Working with Propane Equipment
113 Melting Tar
113 Working with Hot Tar
114 Filling and Moving Tar Carts
114 Maintaining Tarring Equipment
115 Working with Plumb, Chalk and Straight Lines
116 Mm Stapling Tar or Felt Paper to Roofs and Sidings
117 Working with Long-Handled Equipment
117 Handling Chemical Cleaning Agents
118 Mm Sweeping and Mopping Floors and Walks
119 Raking Grounds, Gravel and Flower Beds
120 Personal Hygiene and Proper Dress in Building Trades

121 Scaffold Installer Helper
122 Working in Building Trades Areas
122 Mm Identifying and Lifting Heavy Objects
123 Lifting Heavy Objects in Tandem
124 Loading and Unloading Trucks
124 Handling Lumber
125 Working with Hand Tools

126 Working with Pump Jacks
126 Installing Scaffolding Supports
127 Working with Scaffolding
128 Working with Ladders
129 Personal Hygiene and Proper Dress in Building Trades

130 Sheetrock Installer Helper
131 Working in Building Trades Areas
131 Working with Hand Tools
132 Working with Sharp Tools and Implements
133 Working with Sheetrock
134 Working with Plumb, Chalk and Straight Lines
134 Working with Ladders
135 Maintaining Building Trades Areas
136 Working with Long-Handled Equipment
136 Handling Chemical Cleaning Agents
138 Mm Sweeping and Mopping Floors and Walks
139 Personal Hygiene and Proper Dress in Building Trades

140 Sheetrock Taping Helper
141 Working in Building Trades Areas
141 Working with Hand Tools
142 Working with Plumb, Chalk and Straight Lines
143 Following Printed Directions
143 Working with Spackle
145 Working with Ladders
146 Taping and Spackling Sheetrock
146 Maintaining Spackling Tools and Materials
148 Personal Hygiene and Proper Dress in Building Trades

149 Stapler, Nailer and Riveter
150 Working in Building Trades Areas
150 Working on Roofs

151		Loading and Using Industrial Staple, Rivet and Nail Guns
151		Working with Plumb, Chalk and Straight Lines
152		Working with Hand Tools
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155	Mm	Stapling Roofing and Siding Shingles
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157		Installing Insulation
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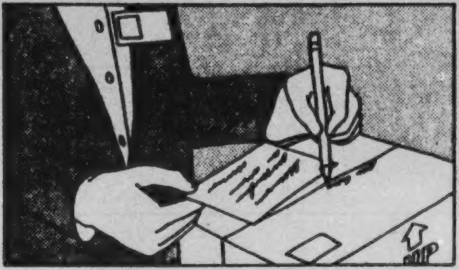
Boxcar Unloader
Carpet and Linoleum Handler
Carton Assembler
Cosmetics Assembly Line Worker
Driver Helper
Fitting Room Attendant
Forklift Operator
Garment Boxer
Housekeeper
Interoffice and Station Messenger
Plastic and Cellophane Package Sealer
Production Assistant
Raw Materials Handler
Receiving Clerk Helper
Ribbon Boxer
Shipping Clerk Helper
Stock Selector
Swimming Pool and Ice-Skating Rink Cover Packer
Tugger, Sweeper and Scrubber Operator
Wrapper

DISTRIBUTIVE SERVICES



1 Boxcar Unloader
2 Working in Freight Areas
2 Mm Identifying and Lifting Heavy Objects
3 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
5 Mm Moving Heavily Loaded Dollies and Carts
5 Loading and Unloading Freight Cars
6 Working with Pallets
7 Personal Hygiene and Proper Dress in Freight, Shipping and Stock Areas

8 Carpet and Linoleum Handler
9 Mm Identifying and Lifting Heavy Objects
10 Lifting Heavy Objects in Tandem
10 Loading and Unloading Trucks

11 Working with Gas-Driven Heavy-Duty Machinery
11 Moving Heavy Objects with Gas-Driven Machinery
12 Operating High-Low and Forklift Machines
13 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
14 Mm Moving Heavily Loaded Dollies and Carts
14 Working with Pallets
15 Sorting and Grouping Items to Specification
15 Matching and Marking Coded Letters and Digits
17 Mm Bundling and Unbundling Heavy Rolls of Material
17 Shelving Heavy Rolls of Material
18 Personal Hygiene and Proper Dress in Freight, Shipping and Stock Areas

19 Carton Assembler
20 Folding and Unfolding Cardboard Boxes and Corrugated Cartons
20 Mm Assembling Corrugated Cartons
21 Stacking and Stocking Empty Corrugated Cartons
23 Personal Hygiene and Proper Dress in Freight, Shipping and Stock Areas

24 Cosmetics Assembly-Line Worker
25 Working on Assembly Lines
25 Working with Conveyor Belts
26 Working with Labeling Machines
27 Working with Glass Bottles and Jars
28 Personal Hygiene and Proper Dress on Assembly Lines

29 Driver Helper
30 Mm Identifying and Lifting Heavy Objects
31 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts

32 Mm Moving Heavily Loaded Dollies and Carts
33 Riding in Delivery Trucks
33 Loading and Unloading Trucks
34 Personal Hygiene and Proper Dress in Freight, Shipping and Stock Areas

35 Fitting-Room Attendant
36 Identifying and Issuing Coded Symbols for Merchandise
36 Issuing and Collecting Company-Owned Merchandise
37 Personal Hygiene and Proper Dress in Retail Establishments

39 Forklift Operator
40 Working with Gas-Driven Heavy-Duty Machinery
40 Moving Heavy Objects with Gas-Driven Machinery
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48 Garment Boxer
49 Mm Selecting Appropriate Cardboard Boxes and Corrugated Cartons
50 Folding and Unfolding Cardboard Boxes and Corrugated Cartons
51 Mm Assembling Corrugated Cartons
52 Folding and Boxing Garments
52 Packing Prepackaged and Preboxed Items

53 Packing and Sealing Cardboard Boxes and Corrugated Cartons
54 Sorting and Grouping Items to Specification
54 Stacking Shelves
55 Personal Hygiene and Proper Dress in Freight, Shipping and Stock Areas

56 Housekeeper
57 Working with Long-Handled Equipment
57 Handling Chemical Cleaning Agents
58 Mm Sweeping and Mopping Floors and Walks
59 Care of Public Halls and Lobbies
60 Working with Electrical Equipment
60 Vacuuming Rugs and Carpets
61 Personal Hygiene and Proper Dress for Housekeepers

63 Interoffice and Station Messenger
64 Picking Up and Delivering Interoffice and Station Materials
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66 Mm Identifying and Lifting Heavy Objects
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70 Identifying and Sorting Interoffice and Station Mail
71 Sorting and Grouping Items to Specification
71 Matching and Marking Coded Letters and Digits
73 Working with U. S. Zip Code Numbers
73 Working in Manufacturing Areas
74 Working with Long-Handled Equipment
75 Handling Chemical Cleaning Agents
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79 Blister and Cellophane Package Cards
80 Working on Assembly Lines
80 Working with Electrical Equipment
81 Working with Heat-Sealing Machines
81 Skin and Blister Packaging
82 Sealing Plastic and Cellophane Bags
83 Personal Hygiene and Proper Dress on Assembly Lines

84 Production Assistant
85 Identifying and Matching Coded Materials
86 Sorting and Grouping Items to Specification
86 Matching and Marking Coded Letters and Digits
88 Working with Order Sheets
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89 Packaging and Boxing Small Items
90 Sealing Plastic and Cellophane Bags
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93 Personal Hygiene and Proper Dress in Manufacturing Areas

94 Raw Materials Handler
95 Mm Identifying and Lifting Heavy Objects
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106 Receiving Clerk Helper
107 Care of Stock Rooms
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110 Working with Clothing Racks
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119 Ribbon Boxer
120 Packaging and Boxing Small Items
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121 Folding and Unfolding Cardboard Boxes and Corrugated Cartons
122 Packing and Sealing Cardboard Boxes and Corrugated Cartons

123 Working on Assembly Lines
124 Personal Hygiene and Proper Dress on Assembly Lines

125 Shipping Clerk Helper
126 Mm Identifying and Lifting Heavy Objects
127 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
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136 Packing and Wrapping Fragile Items
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140 Stock Selector
141 Matching and Marking Coded Letters and Digits
142 Affixing Tags and Labels
143 Mm Identifying and Lifting Heavy Objects

144 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
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146 Personal Hygiene and Proper Dress in Freight, Shipping and Stock Areas

147 Swimming Pool and Ice-Skating Rink Cover Packer
148 Mm Identifying and Lifting Heavy Objects
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149 Mm Folding and Packing Vinyl Covers
150 Mm Selecting Appropriate Cardboard Boxes and Corrugated Cartons
151 Folding and Unfolding Cardboard Boxes and Corrugated Cartons
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165 Wrapper
166 Mm Selecting Appropriate Cardboard Boxes and Corrugated Cartons
167 Folding and Unfolding Cardboard Boxes and Corrugated Cartons
167 Mm Assembling Corrugated Cartons
168 Packing and Sealing Cardboard Boxes and Corrugated Cartons
169 Packing Prepackaged and Preboxed Items
169 Packing and Wrapping Small Items
169 Packing and Wrapping Oversized Items
170 Packing and Wrapping Fragile Items
171 Folding and Boxing Garments
172 Gift Wrapping
173 Wrapping Parcels for Mailing
174 Mm Identifying and Lifting Heavy Objects
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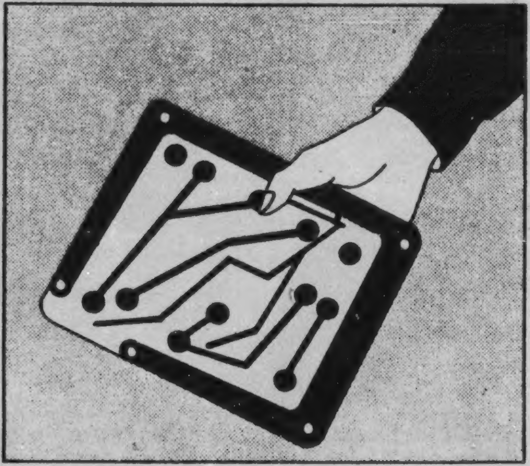
Injection Molding Worker
Inspection Helper
Interoffice and Station Messenger
Parts and Stock Distributor
Printed Circuit Board Assembler
Production Assistant
Purchasing Helper
Shipping Clerk Helper
Wire Lead Assembler



1 Electronic Coil Winder
2 Working in Manufacturing Areas
2 Mm Handling Industrial Wire
3 Working with Industrial Chemicals
3 Working with Soldering Irons
4 Winding Electronic Coils
5 Lacquering Metal Parts
6 Care of Paints and Brushes
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10 Sealing Plastic and Cellophane Bags
10 Working on Assembly Lines
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13 Injection Molding Worker
14 Working in Manufacturing Areas
14 Working with Automatic Injection Molders
15 Working with Hot Plastics
15 Mm Inspecting Machined and Assembled Parts
16 Feeding Vacuum Molding Machines
17 Removing Vacuum-Molded Products from Machines
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19 Inspection Helper
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20 Mm Working with Inspection Equipment
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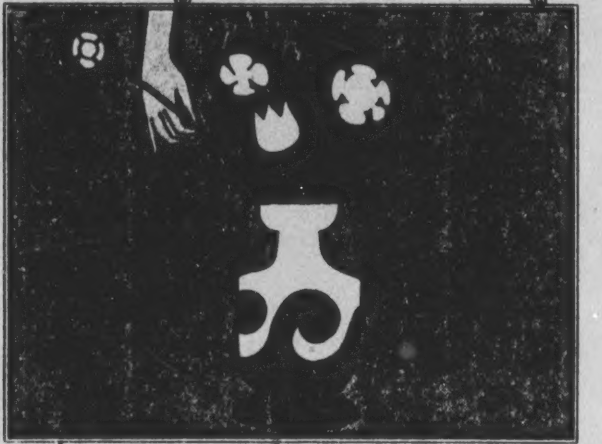
Floral Design Assembler, Floral Design Assembler Assistant, Floral Design Packer, Flower Shop Assistant, Pot Plant Assistant, Styrofoam Cutter, Wholesale Florist Assistant

FLORICULTURE



1 **Floral Design Assembler**
- 2 Sorting and Grouping Items to Specification
- 3 Identifying and Matching Coded Materials
- 4 Working with Sharp Tools and Implements
- 5 Handling Industrial Wire
- 5 Assembling Artificial Floral Designs
- 6 Working on Assembly Lines
- 7 Personal Hygiene and Proper Dress on Assembly Lines

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37 Feeding Plants
38 Dusting and Shining Plant Leaves
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63		Loading and Unloading Trucks
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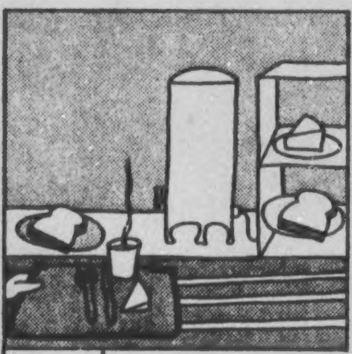
FOOD SERVICES



Cafeteria and Diner Counter Helper
Caterer and Institution Food Service Helper
Clean-up Helper
Equipment Maintenance Worker
Food Service Attendant
Grill Worker
Pot, Pan and Kettle Washer
Produce Preparer
Salad Maker
Sandwich Maker
Sandwich Packager and Boxer
Table-Setting Helper

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2 Refilling Table and Counter Dispensers
3 Refilling Display Cases
4 Handling Hot Foods
4 Storing Unused Foods
5 Scraping and Stacking Soiled Dishes, Glasses and Silverware
5 Personal Hygiene and Proper Dress in Food Service Areas

7 Caterer and Institution Food Service Helper
8 Mm Identifying and Lifting Heavy Objects
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10 Setting Up Tables and Chairs

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13 Wiping and Stacking Food Trays
14 Handling Hot Foods
14 Personal Hygiene and Proper Dress in Food Service Areas

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17 Scraping and Stacking Soiled Dishes, Glasses and Silverware
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20 Working with Long-Handled Equipment
20 Working with Short-Handled Brooms and Dustpans
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Carton Assembler
Film Developer
Forklift Operator
Lithographic-
Camera Operator
Paper Cutter and Wrapper
Paper Handler
Plate Maker
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Stripper
Wrapper

GRAPHICS

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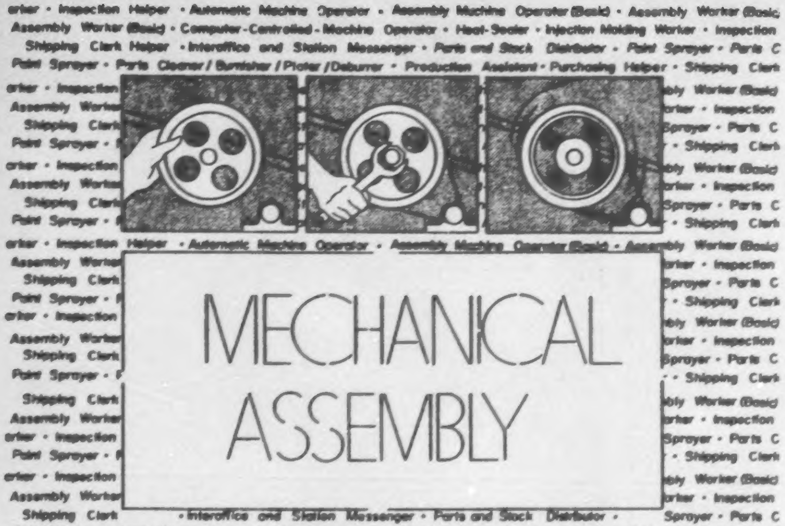
orker • Inspection Helper • Automatic Machine Operator • Assembly Machine Operator (Basic) • Assembly Worker (Basic
Assembly Worker (Basic) • Computer-Controlled-Machine Operator • Heat-Sealer • Injection Molding Worker • Inspection
Shipping Clerk Helper • Interoffice and Station Messenger • Parts and Stock Distributor • Paint Sprayer • Parts C
Paint Sprayer • Parts Cleaner / Burnisher / Plater / Deburrer • Production Assistant • Purchasing Helper • Shipping Clerk
MECHANICAL
ASSEMBLY

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2 Monitoring Computer-Controlled Machines
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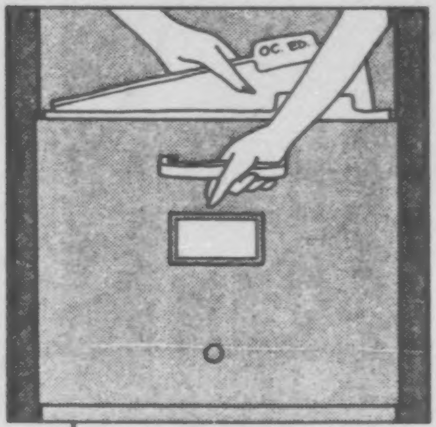
OFFICE SERVICES



Bank-Clerk Assistant
Collator
File-Clerk Assistant
Interoffice and Station Messenger
Mimeograph Worker
Photocopy-Machine Worker (Dry)
Photocopy-Machine Worker (Wet)
Proof-Machine Operator
Receptionist
Spirit Duplicator Worker

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4 Making Corrections
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7 Collator
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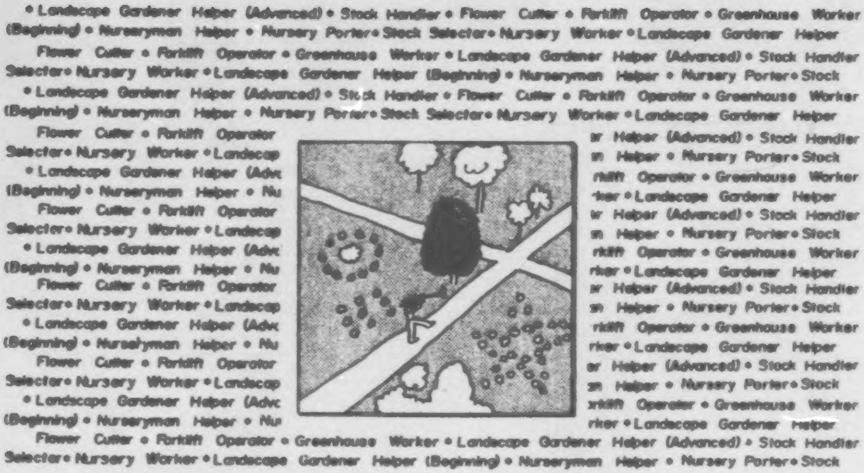
• Landscape Gardener Helper (Advanced) • Stock Handler • Flower Cutter • Forklift Operator • Greenhouse Worker
(Beginning) • Nurseryman Helper • Nursery Porter • Stock Selector • Nursery Worker • Landscape Gardener Helper
Flower Cutter • Forklift Operator • Greenhouse Worker • Landscape Gardener Helper (Advanced) • Stock Handler
Selector • Nursery Worker • Landscape Gardener Helper (Beginning) • Nurseryman Helper • Nursery Porter • Stock
• Landscape Gardener Helper (Advanced) • Stock Handler • Flower Cutter • Forklift Operator • Greenhouse Worker
(Beginning) • Nurseryman Helper • Nursery Porter • Stock Selector • Nursery Worker • Landscape Gardener Helper
Flower Cutter • Forklift Operator
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• Landscape Gardener Helper (Advc
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(Beginning) • Nurseryman Helper • Nu
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• Landscape Gardener Helper (Advc
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(Beginning) • Nurseryman Helper • Nu
rker • Landscape Gardener Helper
Flower Cutter • Forklift Operator • Greenhouse Worker • Landscape Gardener Helper (Advanced) • Stock Handler
Selector • Nursery Worker • Landscape Gardener Helper (Beginning) • Nurseryman Helper • Nursery Porter • Stock

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26 Working with Long-Handled Equipment
27 Raking Flower Beds, Walks and Gravel
27 Mm Identifying and Lifting Heavy Objects
28 Loading and Unloading Wheelbarrows
29 Moving Heavily Loaded Wheelbarrows
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30 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
32 Personal Hygiene and Proper Dress in Nursery and Greenhouse Areas

33 Flower Cutter
34 Working in Nursery and Greenhouse Areas
34 Working with Insecticides and Chemicals
35 Working in Refrigerated Areas
36 Care of Cut Flowers
37 Sorting and Grouping Items to Specification
38 Selecting Appropriate Ceramic, Glass, Plastic and Metal Flower Containers
38 Working with Sharp Tools and Implements
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40 Personal Hygiene and Proper Dress in Nursery and Greenhouse Areas

42 Forklift Operator
43 Working in Nursery and Greenhouse Areas
43 Working with Insecticides and Chemicals
44 Handling Nursery Stock
44 Working with Gas-Driven Heavy-Duty Machinery
45 Moving Heavy Objects with Gas-Driven Machinery
46 Loading and Unloading Trucks
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47 Operating High-Low and Forklift Machines
48 Working in Areas with Heavy Traffic
48 Personal Hygiene and Proper Dress in Nursery and Greenhouse Areas

50 Greenhouse Worker
51 Working in Nursery and Greenhouse Areas
51 Maintaining Garden Tools
52 Working with Insecticides and Chemicals
53 Handling Nursery Stock
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54 Spraying Greenhouse Stock with Small Power Sprayer or Hand Sprayer
55 Care of Seedlings
55 Mm Using a Gram Scale
56 Mm Preparing Artificial Soil
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59 Working in Nursery and Greenhouse Areas
59 Maintaining Garden Tools
60 Working with Insecticides and Chemicals
61 Handling Nursery Stock
61 Mm Care of Nursery Stock
62 Mm Identifying and Lifting Heavy Objects
63 Loading and Unloading Wheelbarrows
63 Moving Heavily Loaded Wheelbarrows
64 Setting Up and Operating Irrigation Equipment
65 Hand-Watering Nursery Stock
65 Mm Burlapping Nursery Stock
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67 Mm Moving Heavily Loaded Dollies and Carts
68 Personal Hygiene and Proper Dress in Nursery and Greenhouse Areas

70 Nursery Porter
71 Working with Long-Handled Equipment
71 Mm Sweeping and Mopping Floors and Walks
72 Raking Flower Beds, Walks and Gravel
73 Mm Hosing Down Floors and Walks
73 Working in Refrigerated Areas

74 Handling Chemical Cleaning Agents
75 Working with Insecticides and Chemicals
76 Working in Nursery and Greenhouse Areas
76 Care of Parking Areas
77 Care of Sales and Display Areas
77 Personal Hygiene and Proper Dress in Nursery and Greenhouse Areas

79 Nursery Worker
80 Working in Nursery and Greenhouse Areas
80 Handling Nursery Stock
81 Working with Insecticides and Chemicals
82 Working in Refrigerated Areas
83 Mm Care of Nursery Stock
84 Affixing Tags and Labels
84 Mm Identifying and Lifting Heavy Objects
85 Loading and Unloading Wheelbarrows
86 Moving Heavily Loaded Wheelbarrows
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88 Mm Moving Heavily Loaded Dollies and Carts
89 Maintaining Garden Tools
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91 Stock Handler
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92 Working with Insecticides and Chemicals
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94 Mm Care of Nursery Stock
94 Sorting and Grouping Items to Specification
95 Mm Identifying and Lifting Heavy Objects

96 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
97 Mm Moving Heavily Loaded Dollies and Carts
98 Loading and Unloading Trucks
99 Loading and Unloading Wheelbarrows
99 Moving Heavily Loaded Wheelbarrows
100 Personal Hygiene and Proper Dress in Nursery and Greenhouse Areas

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103 Working in Nursery and Greenhouse Areas
103 Working with Insecticides and Chemicals
104 Handling Nursery Stock
105 Sorting and Grouping Items to Specification
106 Affixing Tags and Labels
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Paper Cutter and Wrapper
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Sandwich Packager and Boxer
Shipping Clerk Helper
Swimming Pool and Ice-Skating Rink
Cover Packer
Thermal Heat-Sealer • Wrapper

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1 Binder Assistant
2 Working in Manufacturing Areas
3 Counting
3 Mm Drilling
4 Mm Spiral Binding
5 Handling Industrial Adhesives
6 Padding
7 Mm Stitching
8 Folding and Unfolding Cardboard Boxes and Corrugated Cartons
9 Mm Selecting Appropriate Cardboard Boxes and Corrugated Cartons
10 Mm Packing and Sealing Cardboard Boxes and Corrugated Cartons
11 Affixing Tags and Labels

12 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
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14 Carton Assembler
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16 Mm Assembling Corrugated Cartons
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21 Folding and Unfolding Cardboard Boxes and Corrugated Cartons
22 Mm Assembling Corrugated Cartons
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23 Packing Prepackaged and Preboxed Items
24 Mm Packing and Sealing Cardboard Boxes and Corrugated Cartons
25 Sorting and Grouping Items to Specification
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28 Interoffice and Station Messenger
29 Picking Up and Delivering Interoffice and Station Materials
30 Riding in Delivery Trucks
31 Mm Identifying and Lifting Heavy Objects
32 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
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34 Working with Clothing Racks
35 Identifying and Sorting Interoffice and Station Mail

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- 39 Working in Manufacturing Areas
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- 47 Plastic and Cellophane Package Sealer
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59 Packaging, Labeling and Box-Wrapping Sandwiches
59 Working in Refrigerated Areas
61 Mm Identifying and Lifting Heavy Objects
62 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
63 Mm Moving Heavily Loaded Dollies and Carts
64 Loading and Unloading Trucks
65 Personal Hygiene and Proper Dress

66 Shipping Clerk Helper
67 Mm Identifying and Lifting Heavy Objects
68 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
69 Mm Moving Heavily Loaded Dollies and Carts
70 Sorting and Grouping Items to Specifications
70 Matching and Marking Coded Letters and Digits
72 Affixing Tags and Labels
73 Mm Packing and Sealing Cardboard Boxes and Corrugated Cartons
73 Mm Assembling Corrugated Cartons
74 Folding and Unfolding Cardboard Boxes and Corrugated Cartons
75 Opening Sealed Corrugated Cartons
76 Mm Selecting Appropriate Cardboard Boxes and Corrugated Cartons
76 Packing Prepackaged and Preboxed Items
77 Packing and Wrapping Small Items
78 Packing and Wrapping Oversized Items
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80 Care of Stock Rooms
81 Disposal of Paper Refuse

81 Working with Long-Handled Equipment
82 Handling Chemical Cleaning Agents
83 Mm Sweeping and Mopping Floors and Walks
84 Personal Hygiene and Proper Dress

85 Swimming Pool and Ice-Skating Rink Cover Packer
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96 Thermal Heat-Sealer
97 Working in Manufacturing Areas
98 Working on Assembly Lines
99 Working with Skin and Blister Packaging Machines
100 Packing and Wrapping Small Items
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108 Mm Packing and Sealing Cardboard Boxes and Corrugated Cartons
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111 Packing and Wrapping Fragile Items
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117 Mm Moving Heavily Loaded Dollies and Carts
118 Personal Hygiene and Proper Dress

PLASTICS

Manufacturing and Assembling

Assembly Worker (Basic) Blow-Molding-Machine Operator Calendering Operator
Carton Assembler Extruder Operator Garment Boxer
Injection-Molding-Machine Operator Paint Sprayer Paper Cutter and Wrapper
Plastic and Cellophane Package Sealer Production Assistant
Raw Materials Handler Stapler, Nailer and Riveter Thermal Heat-Sealer Wrapper

1 **Assembly Worker (Basic)**
2   **Working in Manufacturing Areas**
3   **Handling Industrial Adhesives**
4   **Fitting and Affixing Rubber Grommets**
4   **Working with Industrial Chemicals**
5   **Fitting and Affixing Rubber Edgings**
6   **Working with Conveyor Belts**
7   **Working with Hand Tools**
8   **Assembling Metal Fittings**
9   **Identifying and Matching Coded Materials**
10   **Affixing Tags and Labels**
11   **Personal Hygiene and Proper Dress**

12 **Blow-Molding-Machine Operator**
13   **Working in Manufacturing Areas**
14   **Working on Assembly Lines**

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16		Packing and Wrapping Small Items
17		Packing and Wrapping Oversized Items
18	Mm	Packing and Sealing Cardboard Boxes and Corrugated Cartons
19		Personal Hygiene and Proper Dress
20		Calendering Operator
21		Working in Manufacturing Areas
22		Working on Assembly Lines
23		Working with Automatic Calendering Machines
23		Lifting Heavy Objects in Tandem
24	Mm	Bundling and Unbundling Heavy Rolls of Material
24		Shelving Heavy Rolls of Material
25		Personal Hygiene and Proper Dress
26		Carton Assembler
27		Folding and Unfolding Cardboard Boxes and Corrugated Cartons
28	Mm	Assembling Corrugated Cartons
29		Stacking and Stocking Empty Corrugated Cartons
30		Personal Hygiene and Proper Dress
31		Extruder Operator
32		Working in Manufacturing Areas
33		Working on Assembly Lines
34	Mm	Working with Automatic Extruding Machines
35	Mm	Packing and Sealing Cardboard Boxes and Corrugated Cartons
36		Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
37	Mm	Moving Heavily Loaded Dollies and Carts
38		Personal Hygiene and Proper Dress

39 Garment Boxer
40 Mm Selecting Appropriate Cardboard Boxes and Corrugated Cartons
41 Folding and Unfolding Cardboard Boxes and Corrugated Cartons
42 Mm Assembling Corrugated Cartons
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44 Mm Packing and Sealing Cardboard Boxes and Corrugated Cartons
45 Sorting and Grouping Items to Specification
45 Stacking Shelves
46 Personal Hygiene and Proper Dress

47 Injection-Molding-Machine Operator
48 Working in Manufacturing Areas
49 Working on Assembly Lines
50 Mm Working with Automatic Injection-Molding Machines
51 Mm Packing and Sealing Cardboard Boxes and Corrugated Cartons
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53 Mm Moving Heavily Loaded Dollies and Carts
54 Personal Hygiene and Proper Dress

55 Paint Sprayer
56 Working in Manufacturing Areas
57 Handling Chemical Cleaning Agents
58 Cleaning and Burnishing by Hand
59 Working with Electrical Equipment
59 Cleaning and Burnishing with Ultrasonic Equipment
60 Working with Paints and Varnishes

61 Working with Spraying Equipment
62 Working in Spray Booths
62 Mm Spray-Painting
64 Care of Paints and Brushes
66 Personal Hygiene and Proper Dress

67 Paper Cutter and Wrapper
68 Working in Manufacturing Areas
69 Working with Electrical Equipment
69 Mm Working with Power-Driven Paper-Cutting Machines
70 Packaging and Boxing Reams of Paper
71 Wrapping Parcels for Mailing
72 Affixing Tags and Labels
73 Personal Hygiene and Proper Dress

74 Plastic and Cellophane Package Sealer
75 Working on Assembly Lines
76 Working with Electrical Equipment
76 Working with Heat-Sealing Machines
77 Working with Skin and Blister Packaging Machines
78 Sealing Plastic and Cellophane Bags
79 Personal Hygiene and Proper Dress

80 Production Assistant
81 Sorting and Grouping Items to Specification
82 Packaging and Boxing Small Items
83 Sealing Plastic and Cellophane Bags
84 Working on Assembly Lines
84 Working with Conveyor Belts
85 Working in Manufacturing Areas
86 Stacking and Stocking Assembled Parts
86 Matching and Marking Coded Letters and Digits

88 Identifying and Matching Coded Materials
88 Working with Order Sheets
89 Personal Hygiene and Proper Dress

90 Raw Materials Handler
91 Mm Identifying and Lifting Heavy Objects
92 Lifting Heavy Objects in Tandem
92 Mm Working with Pallets
93 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
94 Mm Moving Heavily Loaded Dollies and Carts
95 Loading and Unloading Trucks
95 Working with Gas-Driven Heavy-Duty Machinery
96 Moving Heavy Objects with Gas-Driven Machinery
96 Operating High-Low and Forklift Machines
97 Loading and Unloading Freight Cars
98 Sorting and Grouping Items to Specification
98 Matching and Marking Coded Letters and Digits
100 Mm Bundling and Unbundling Heavy Rolls of Material
100 Shelving Heavy Rolls of Material
101 Personal Hygiene and Proper Dress

102 Stapler, Nailer and Riveter
103 Working in Building Trades Areas
103 Working on Roofs
104 Loading and Using Industrial Staple, Rivet and Nail Guns
104 Working with Plumb, Chalk and Straight Lines
105 Working with Hand Tools
106 Working with Sharp Tools and Implements
107 Mm Stapling Tar or Felt Paper to Roofs and Sidings
108 Mm Stapling Roofing and Siding Shingles
108 Mm Installing Hardwood Floors

109 Working with Insulation Materials
109 Installing Insulation
110 Personal Hygiene and Proper Dress

111 Thermal Heat-Sealer
112 Working in Manufacturing Areas
113 Working on Assembly Lines
114 Working with Skin and Blister Packaging Machines
115 Packing and Wrapping Small Items
116 Packing and Wrapping Oversized Items
117 Mm Packing and Sealing Cardboard Boxes and Corrugated Cartons
118 Personal Hygiene and Proper Dress

119 Wrapper
120 Mm Selecting Appropriate Cardboard Boxes and Corrugated Cartons
121 Folding and Unfolding Cardboard Boxes and Corrugated Cartons
122 Mm Assembling Corrugated Cartons
123 Mm Packing and Sealing Cardboard Boxes and Corrugated Cartons
124 Packing Prepackaged and Preboxed Items
124 Packing and Wrapping Small Items
125 Packing and Wrapping Oversized Items
126 Packing and Wrapping Fragile Items
127 Gift Wrapping
128 Wrapping Parcels for Mailing
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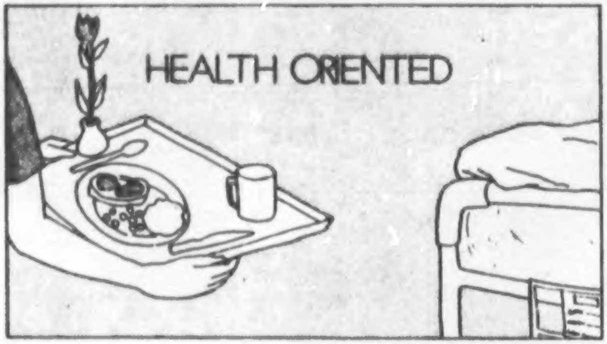
130 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
131 Mm Moving Heavily Loaded Dollies and Carts
132 Personal Hygiene and Proper Dress

PERSONAL SERVICES



Aide for Homebound Person · Caterer and Institution Food Service Helper
Clean-up Helper · Dietary Aide · Housekeeper · Nursery Assistant
Porter · Sweeper · Table-Setting Helper · Transportation Aide

1 Aide for Homebound Person
- 2 Following Printed Directions
- 3 Handwashing Techniques
- 3 Making Beds
- 4 Making Occupied Beds
- 5 Mm Apportioning Food for Heating
- 5 Preparing Food Trays for Homebound Persons
- 6 Serving Meals to Homebound Persons
- 6 Answering Telephone for Homebound Persons
- 7 Making Telephone Calls for Homebound Persons
- 8 Personal Hygiene and Proper Dress

9 Caterer and Institution Food Service Helper
- 10 Mm Identifying and Lifting Heavy Objects
- 11 Unstacking, Unfolding, Folding and Stacking Tables and Chairs

12 Setting Up Tables and Chairs
12 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
13 Mm Moving Heavily Loaded Dollies and Carts
14 Scraping and Stacking Soiled Dishes, Glasses and Silverware
15 Wiping and Stacking Food Trays
15 Handling Hot Foods
17 Personal Hygiene and Proper Dress

18 Clean-up Helper
19 Clearing and Cleaning Tables
19 Scraping and Stacking Soiled Dishes, Glasses and Silverware
20 Disposal of Garbage
21 Handling Chemical Cleaning Agents
22 Working with Long-Handled Equipment
22 Working with Short-Handled Brooms and Dustpans
23 Mm Sweeping and Mopping Floors and Walks
24 Care of Serving Carts and Kitchen Furniture
25 Personal Hygiene and Proper Dress

26 Dietary Aide
27 Handwashing Techniques
27 Mm Apportioning Food for Heating
28 Preparing Food Trays for Hospital Patients
29 Working in Areas with Heavy Traffic
30 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
31 Mm Moving Heavily Loaded Dollies and Carts
32 Distributing Food Trays to Hospital Patients Under Nurse's Supervision
33 Distributing Beverages Under Nurse's Supervision
34 Personal Hygiene and Proper Dress

35 Housekeeper
36 Clearing and Clearing Tables
36 Scraping and Stacking Soiled Dishes, Glasses and Silverware
37 Handling Chemical Cleaning Agents
38 Care of Serving Carts and Kitchen Furniture
38 Working with Electrical Equipment
39 Cleaning Machinery
39 Working with Long-Handled Equipment
40 Working with Short-Handled Brooms and Dustpans
41 Mm Sweeping and Mopping Floors and Walks
42 Vacuuming Rugs and Carpets
43 Care of Public Halls and Lobbies
44 Working in Refrigerated Areas
45 Disposal of Garbage
46 Personal Hygiene and Proper Dress

47 Nursery Assistant
48 Handwashing Techniques
49 Gowning to Enter Nursery
50 Working in Areas with Heavy Traffic
50 Working with Short-Handled Brooms and Dustpans
51 Handling Chemical Cleaning Agents
52 Disposing of Soiled Nursery Linen
52 Washing Nursery Equipment
53 Folding Nursery Linen
54 Personal Hygiene and Proper Dress

55 Porter
56 Working with Long-Handled Equipment
56 Handling Chemical Cleaning Agents
57 Mm Sweeping and Mopping Floors and Walks
58 Disposal of Paper Refuse

59 Clearing and Bailing Industrial Trash
59 Care of Public Halls and Lobbies
60 Mm Identifying and Lifting Heavy Objects
61 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
62 Mm Moving Heavily Loaded Dollies and Carts
63 Personal Hygiene and Proper Dress

64 Sweeper
65 Working with Long-Handled Equipment
65 Handling Chemical Cleaning Agents
66 Mm Sweeping and Mopping Floors and Walks
67 Sweeping and Mopping Stairways
68 Maintaining Sweeping Equipment
68 Moving Heavy Furniture
69 Care of Public Halls and Lobbies
69 Maintaining Business and Professional Offices
70 Personal Hygiene and Proper Dress

71 Table-Setting Helper
72 Setting Tables
72 Refilling Table and Counter Dispensers
74 Personal Hygiene and Proper Dress

75 Transportation Aide
76 Operating Wheelchairs
77 Working in Areas with Heavy Traffic
77 Working with Order Sheets
78 Transporting Patients in Wheelchairs
79 Personal Hygiene and Proper Dress

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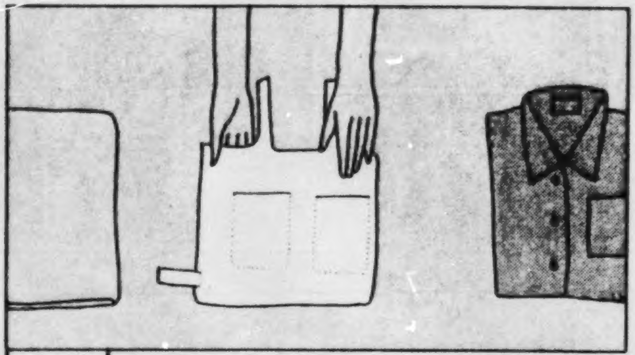
HOUSEKEEPING ORIENTED

Clean-up Helper · Hotel/Motel Maid · Housekeeper · Laundry Folder · Laundry Ironer and Presser · Laundry Worker · Laundry Wrapper · Porter · Shirt Labeler and Sorter · Sweeper · Washroom Cleaner



1 Clean-up Helper
2 Clearing and Cleaning Tables
2 Scraping and Stacking Soiled Dishes, Glasses and Silverware
3 Disposal of Garbage
4 Handling Chemical Cleaning Agents
5 Working with Long-Handled Equipment
5 Working with Short-Handled Brooms and Dustpans
6 Mm Sweeping and Mopping Floors and Walks
7 Care of Serving Carts and Kitchen Furniture
8 Personal Hygiene and Proper Dress

9 Hotel/Motel Maid
10 Vacuuming Rugs and Carpets
11 Mm Sweeping and Mopping Floors and Walks
12 Dusting Walls and Furniture
12 Cleaning Toilet Bowls and Urinals

13 Cleaning and Filling Washroom Dispensers
13 Disposal of Washroom Refuse
14 Making Beds
14 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
15 Mm Moving Heavily Loaded Dollies and Carts
16 Personal Hygiene and Proper Dress

17 Housekeeper
18 Clearing and Cleaning Tables
18 Scraping and Stacking Soiled Dishes, Glasses and Silverware
19 Handling Chemical Cleaning Agents
20 Care of Serving Carts and Kitchen Furniture
20 Working with Electrical Equipment
21 Cleaning Machinery
21 Working with Long-Handled Equipment
22 Working with Short-Handled Brooms and Dustpans
23 Mm Sweeping and Mopping Floors and Walks
24 Care of Public Halls and Lobbies
25 Vacuuming Rugs and Carpets
26 Working in Refrigerated Areas
27 Disposal of Garbage
28 Personal Hygiene and Proper Dress

29 Laundry Folder
30 Working in Laundry Rooms
30 Folding and Stacking Flatwork by Hand
31 Folding and Stacking Garments
32 Working with Electrical Equipment
33 Working with Commercial Laundry-Folding Machines
33 Stacking Flatwork Folded by Machine
34 Personal Hygiene and Proper Dress

35 Laundry Ironer and Presser
36 Working in Laundry Rooms
36 Working with Electrical Equipment
37 Working with Mechanical Ironing Equipment
37 Ironing Flatwork and Garments
38 Pressing Shirt Sleeves and Collars
38 Pressing Shirt Bodies
39 Working with Clothing Racks
40 Personal Hygiene and Proper Dress

41 Laundry Worker
42 Working in Laundry Rooms
43 Handling Chemical Cleaning Agents
44 Sorting and Grouping Items to Specification
45 Sorting Soiled Linen
45 Working with Order Sheets
46 Mm Moving Heavily Loaded Dollies and Carts
47 Loading and Unloading Laundry Carts
47 Working with Electrical Equipment
48 Loading and Unloading Commercial Washing Machines
48 Loading and Unloading Commercial Dryers
49 Sorting, Folding and Stacking Clean Linen
50 Personal Hygiene and Proper Dress

51 Laundry Wrapper
52 Working in Laundry Rooms
52 Working with Electrical Equipment
53 Folding and Boxing Garments
54 Folding and Bagging Pressed Shirts
54 Sealing Plastic and Cellophane Bags
55 Personal Hygiene and Proper Dress

56 Porter
57 Working with Long-Handled Equipment
58 Handling Chemical Cleaning Agents
59 Mm Sweeping and Mopping Floors and Walks
60 Disposal of Paper Refuse
60 Clearing and Bailing Industrial Trash
61 Care of Public Halls and Lobbies
62 Mm Identifying and Lifting Heavy Objects
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64 Mm Moving Heavily Loaded Dollies and Carts
65 Personal Hygiene and Proper Dress

66 Shirt Labeler and Sorter
67 Working in Laundry Rooms
67 Loading and Unloading Laundry Carts
68 Sorting and Grouping Items to Specification
69 Sorting Soiled Linen
69 Working with Order Sheets
70 Working with Electrical Equipment
70 Labeling Shirts with Heat-Press Machine
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72 Sweeper
73 Working with Long-Handled Equipment
74 Handling Chemical Cleaning Agents
75 Mm Sweeping and Mopping Floors and Walks
76 Sweeping and Mopping Stairways
77 Maintaining Sweeping Equipment
77 Moving Heavy Furniture
78 Care of Public Halls and Lobbies
78 Maintaining Business and Professional Offices
79 Personal Hygiene and Proper Dress

80 Washroom Cleaner
81 Working with Long-Handled Equipment
82 Handling Chemical Cleaning Agents
83 Mm Sweeping and Mopping Floors and Walks
84 Maintaining Washrooms
85 Cleaning Washbasins
86 Cleaning Toilet Bowls and Urinals
86 Cleaning Windows and Mirrors
87 Cleaning and Filling Washroom Dispensers
87 Disposal of Washroom Refuse
88 Working with Mobile Refuse Carts
89 Personal Hygiene and Proper Dress

WOOD PRODUCTS

Assembly Worker (Basic)
Inspection Helper
Interoffice and Station Messenger
Moisture Controller
Paint Sprayer
Parts and Stock Distributor
Production Assistant
Purchasing Helper
Ribbon Boxer
Shipping Clerk Helper
Wood Bonder
Wood Filler and Stainer
Wood Kit Assembler

ASSEMBLY

1 Basic Assembly Worker
2 Working in Manufacturing Areas
2 Handling Industrial Adhesives
3 Fitting and Affixing Rubber Grommets
4 Working with Industrial Chemicals
4 Fitting and Affixing Rubber Edgings
5 Working with Conveyor Belts
6 Working with Hand Tools
6 Assembling Metal Fittings
7 Identifying and Matching Coded Materials
8 Affixing Tags and Labels
9 Personal Hygiene and Proper Dress in Manufacturing Areas

11 Inspection Helper
12 Working in Manufacturing Areas
12 Mm Working with Inspection Equipment
13 Personal Hygiene and Proper Dress in Manufacturing Areas

15 Interoffice and Station Messenger
16 Picking Up and Delivering Interoffice and Station Materials
16 Riding in Delivery Trucks
17 Mm Identifying and Lifting Heavy Objects
18 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
19 Mm Moving Heavily Loaded Dollies and Carts
20 Working with Clothing Racks
21 Identifying and Sorting Interoffice and Station Mail
21 Sorting and Grouping Items to Specification
22 Matching and Marking Coded Letters and Digits
23 Working with U. S. Zip Code Numbers
24 Working in Manufacturing Areas
25 Personal Hygiene and Proper Dress in Retail Establishments
26 Personal Hygiene and Proper Dress in Freight, Shipping and Stock Areas

28 Moisture Controller
29 Working in Manufacturing Areas
29 Working with Electrical Equipment
30 Working with Drying Ovens
31 Drying Wooden Furniture Parts
31 Testing Wooden Parts for Dryness
32 Personal Hygiene and Proper Dress in Manufacturing Areas

34 Paint Sprayer
35 Working in Manufacturing Areas
35 Working with Electrical Equipment
36 Cleaning and Burnishing with Ultrasonic Equipment
36 Handling Chemical Cleaning Agents
37 Cleaning and Burnishing by Hand

38 Working with Paints and Varnishes
39 Working with Spraying Equipment
39 Working in Spray Booths
40 Mm Spray-Painting
41 Care of Paints and Brushes
42 Personal Hygiene and Proper Dress in Manufacturing Areas

44 Parts and Stock Distributor
45 Working in Manufacturing Areas
45 Sorting and Grouping Items to Specification
46 Identifying and Matching Coded Materials
47 Working with Requisition Forms
47 Supplying Nails, Staples and Hardware to Assembly Stations
48 Supplying Raw Materials and Assembled Parts to Assembly Stations
48 Working with Routing Sheets
49 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
50 Mm Moving Heavily Loaded Dollies and Carts
51 Personal Hygiene and Proper Dress in Manufacturing Areas

53 Production Assistant
54 Sorting and Grouping Items to Specification
54 Packing and Boxing Small Items
55 Sealing Plastic and Cellophane Bags
56 Working on Assembly Lines
56 Working with Conveyor Belts
57 Working in Manufacturing Areas
58 Stacking and Stocking Assembled Parts
58 Matching and Marking Coded Letters and Digits
60 Identifying and Matching Coded Materials
60 Working with Order Sheets
61 Personal Hygiene and Proper Dress in Manufacturing Areas

63 Purchasing Helper
64 Picking Up and Delivering Interoffice and Station Materials
64 Working with Requisition Forms
65 Sorting and Grouping Items to Specification
66 Identifying and Matching Coded Materials
66 Personal Hygiene and Proper Dress in Retail Establishments

68 Ribbon Boxer
69 Packing and Boxing Small Items
69 Packing Prepacked and Boxed Items
70 Folding and Unfolding Cardboard Boxes and Corrugated Cartons
70 Mm Packing and Sealing Cardboard Boxes and Corrugated Cartons
71 Working on Assembly Lines
72 Personal Hygiene and Proper Dress for Assembly Lines

74 Shipping Clerk Helper
75 Mm Identifying and Lifting Heavy Objects
75 Loading and Unloading Hand-Operated and Mechanically Operated Dollies and Carts
77 Mm Moving Heavily Loaded Dollies and Carts
77 Sorting and Grouping Items to Specification
78 Matching and Marking Coded Letters and Digits
79 Affixing Tags and Labels
80 Mm Packing and Sealing Cardboard Boxes and Corrugated Cartons
81 Mm Assembling Corrugated Cartons
82 Folding and Unfolding Cardboard Boxes and Corrugated Cartons
83 Opening Sealed Corrugated Cartons
83 Mm Selecting Appropriate Cardboard Boxes and Corrugated Cartons
84 Packing and Wrapping Small Items
85 Packing Prepacked and Boxed Items

85 Packing and Wrapping Oversized Items
86 Packing and Wrapping Fragile Items
87 Care of Stock Rooms
87 Disposal of Paper Refuse
88 Personal Hygiene and Proper Dress in Freight, Shipping and Stock Areas

90 Wood Bonder
- 91 Working in Manufacturing Areas
- 91 Handling Industrial Adhesives
- 92 Bonding Wooden Furniture Parts
- 93 Personal Hygiene and Proper Dress in Manufacturing Areas

94 Wood Filler and Stainer
- 95 Working in Manufacturing Areas
- 95 Working with Wood Filler
- 96 Working with Paints and Varnishes
- 97 Working with Steel Wool
- 97 Staining and Rubbing Furniture
- 98 Personal Hygiene and Proper Dress in Manufacturing Areas

100 Wood Kit Assembler
- 101 Working in Manufacturing Areas
- 101 Identifying and Matching Coded Materials
- 102 Sorting and Grouping Items to Specification
- 103 Working with Hand Tools
- 103 Assembling Wooden Parts
- 104 Packing and Boxing Small Items
- 105 Affixing Tags and Labels
- 106 Personal Hygiene and Proper Dress in Manufacturing Areas